



## United States Department of the Interior

National Park Service  
Flagstaff Areas  
Wupatki - Sunset Crater Volcano - Walnut Canyon  
National Monuments  
6400 North Highway 89  
Flagstaff, Arizona 86004



### Educational Fee Waiver Application Guidelines

#### Fee Waiver Qualification Standards:

The following criteria are defined by the National Park Service for qualification of an educational fee waiver. In order to qualify for a waiver, a group must meet all of the criteria listed below. PLEASE READ CAREFULLY.

**Criteria One: *Eligibility***- Current official recognition as an Educational Institution by a Federal, State, or local government entity, or other documentation attesting to educational status, such as accreditation letter or an educational tax exempt letter. It is insufficient to merely state or imply that you have this recognition. Your fee waiver **cannot** be processed without submission of this documentation.

**Criteria Two: *Relevance***- There must be a direct relationship between the purpose of the visit and the use of the park. Provide documentation demonstrating why the visit is educational and specific to the Flagstaff Area National Monuments. A course outline, lesson plan, or a copy of the course curriculum meets this requirement. To simply state the trip objectives are for “academic purposes” is insufficient. You must submit an explanation of what the academic purpose entails and how it relates to park resources.

**Criteria Three: *Academic Purpose***- Applicants must provide a written statement confirming that the visit supports a specific curriculum for which academic credit is offered. Documentation such as the course syllabus or a copy of the school’s course catalog or handbook will satisfy this requirement.

#### Submission of Applications:

Please mail or fax applications and all required documentation to:  
Flagstaff Area National Monuments  
Fee Collection Coordinator  
6400 N. Highway 89  
Flagstaff, Arizona 86004

- All applications for fee waivers must be received in the Fee Management Office **one month in advance** of the anticipated visit.
- Applications that are incomplete may be denied.

- **Each vehicle must have a copy of the approved fee waiver when it arrives at the park(s); otherwise, appropriate entrance fees will be charged.**
- Groups arriving without an approved fee waiver will be charged the appropriate entrance fee.
- **Refunds will not be granted.**
- **Entrance station and visitor center personnel are not authorized to approve fee waivers at the entrance stations or the visitor centers.**

For further assistance, call the Fee Collection Coordinator at 928-526-1157 x239.

#### **Additional Information:**

When the anticipated visit is recreational, you enter as an “organized non-commercial” group. The following, as outlined in RM-22, is then in effect:

- Organizations that are generally considered service, civic or fraternal, e.g. Scouting, Rotary, Elks and so on do NOT qualify for the educational fee waiver, unless they meet the above applicable criteria.
- Individuals 15 years of age and younger are exempt from entrance fees.
- All other individuals 16 years of age and older are charged the per person fee of \$5.00. Federal Recreation Pass holders and their immediate family (parents, spouse and children) do not have to pay the per person entrance fee.